

Park & Facility Use Regulations Summary

Park and facility use requests may be submitted in person, by FAX or by mail. Applications are processed in the order received. Applications and full versions of all applicable administrative orders, council policies, and municipal codes are available online by visiting <http://www.carlsbadca.gov/services/departments/parksandrec/rentals>.

Applications will be reviewed; use will be categorized and fees, where applicable, determined by department staff.

General Policies and Procedures

Application for use of parks and facilities, along with full rental payment or nonrefundable application fee is required at the time of submittal.

Time requested must include all set-up and clean-up time. Applications should be submitted at least 30 calendar days in advance of the date requested. Applications submitted less than 30 calendar days in advance, may be accommodated subject to all necessary approvals.

On the day of the park or facility rental, applicant or designated day of event contact must be present and have a copy of the approved permit. If the applicant or event contact is not at the event or does not have copies of the permit, the event may be terminated.

Alcoholic Beverages

Alcohol consumption is limited to the terms of the approved permit. Private security guard service, if required, will be arranged by the department but paid for by the applicant. Guards will act as security forces and not as identification or age checkers.

Amplified Sound

Applicant shall control any amplified sound system, including radios, to not disturb other groups, activities, or the surrounding neighborhood. Cancellation of the event may occur if the noise level is not controlled or the police are required to respond.

Insurance Requirements

Applicant shall provide, when applicable, evidence of commercial general liability insurance naming the City of Carlsbad as an additional insured and with a coverage amount to be determined by the risk manager according to the size and risk factors of the event.

General Park Rules

No glass containers

No smoking

No sales or commercial use except by permission of the city manager

Applicant must adhere to all applicable ordinances, fire codes, policies, and administrative orders during park or facility use.

Dogs, cats, any other animal, fowl, or reptiles of any kind are prohibited except as otherwise permitted by the city manager or designee with a valid special event permit or park and facility use permit.

Overnight parking (11 p.m. to 5 a.m.) is prohibited daily, except as otherwise permitted by the city manager or designee.

Groups of 25 or more persons are prohibited from using a park or facility without first obtaining an approved park and facility use permit.

Inflatable party jumps must have an approved department permit.

Waterslides, slip and slides, dunk tanks, merry-go-rounds and climbing walls are prohibited except as otherwise permitted by the city manager or designee.

Parks & Recreation

Refund Policy

Program Registration

When a registrant requests a refund at least 10 days prior to the scheduled class/program:

50% of the registration fee will be refunded by check or credit card; or

A full credit* will be applied to your account. Once a credit is issued, it cannot be exchanged for a refund.

No refunds or credits will be given for requests less than 10 days prior to the scheduled class/program.

*Please note, all credits are good for 6 months from date of issue, and may be used for any Parks & Recreation Department program. After 6 months, any unused credits will be written off or registrant may elect to donate it to the Department's Opportunity Grants Program.

There are NO CASH REFUNDS. All check refunds will be mailed approximately 2-3 weeks after a request is received.

Facility Reservation

When an applicant requests a refund at least 30 calendar days prior to rental:

50% of the registration fee will be refunded by check or credit card; or

A full credit* will be applied to your account. Once a credit is issued, it cannot be exchanged for a refund.

Leo Carrillo Ranch Historic Park - If an event is cancelled by the client with at least 90 days' notice, 50% of the rental holding fee will be refunded. If the event is canceled for any reason by the applicant with less than 90 days' notice, the City of Carlsbad will retain the entire rental holding fee.

Upon notice of cancellation, any financial obligations incurred by the City of Carlsbad to accommodate the applicant or event will be invoiced and the applicant must pay the outstanding balance within seven calendar days of the date of the invoice.

No refunds or credits will be given for requests less than 30 days prior to the scheduled rental.

No refunds will be provided due to applicant canceling an event because of inclement weather. Any refund/credit applied will follow the procedure outlined above.

*Please note, all credits are good for 6 months from date of issue, and may be used for any Parks & Recreation Department program. After 6 months, any unused credits will be written off or registrant may elect to donate it to the Department's Opportunity Grants Program.

There are NO CASH REFUNDS. All refunds will be mailed approximately 2-3 weeks after a request for refund is received.